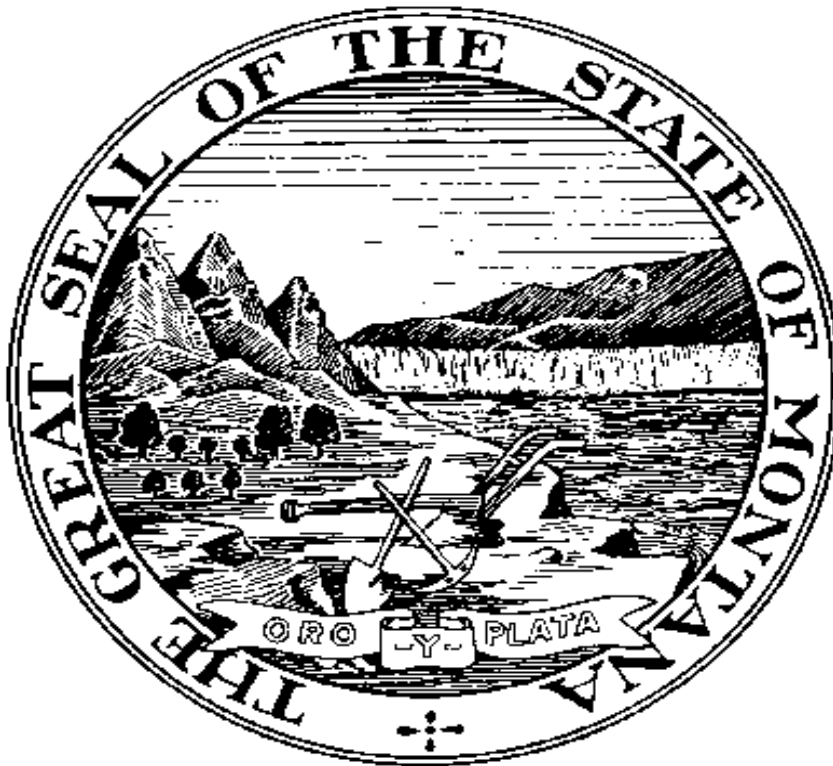


Tool Safety General Industry

Occupational Safety & Health Bureau



Montana Department of Labor & Industry

Prepared for Montana Employers
by the

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General Tool Safety Guidelines

HAND TOOLS:

1. Use the right tool for the job
2. Report defective tools to supervision for repair or replacement.
3. Do not use impact tools with burrs or mushroomed heads. Dress tools to remove burrs, chips and deformations.
4. Use only properly insulated tools when working around electricity and electrical equipment.
5. Do not use tools with broken or splintered handles.
6. When handling sharp pointed tools or tools with sharp cutting edges, points and cutting edges should always be pointed away from persons handling them.
7. Do not use screwdrivers as pry bars.
8. Return tools to their proper storage location after use.
9. Persons using or working near others using hammers, chisels, punches or wedges are required to use eye protection.

POWER TOOLS:

1. Electrically powered tools designed for use with a three wire grounded plug end must only be used with a grounded circuit receptacle. Do not alter equipment or plugs. Do not use adapters. Do not use two wire or ungrounded extension cords.
2. Electrical tools and equipment must be repaired by a qualified technician.
3. Guards switches and safety devices must not be removed, altered or made ineffective.
4. Eye protection is required during grinding, chipping, drilling, cutting or any other activity that may create danger to the eyes from flying particles.
5. Hearing protection is required during activities and at areas with noise above allowable levels.
6. Electrical cords should be protected from oils and acids and from damage from heat, cuts, pinches, kinks and stress at end terminals.
7. Visually inspect electrical tools for proper ground connections and sound cord insulation before each use.
8. Never overload electrical tools.
9. Disconnect the power cord before making adjustments, changing bits or blades and clearing jams.

10. Remove adjustment/tightening keys and wrenches before starting tools.
11. Do not leave portable electric tools unattended while plugged in. Do not carry energized tools with your finger on the switch.
12. Regularly inspect circular blades, grinding wheels, abrasive cutting wheels, and flanges for damage. Off-center mounting and cracks can cause disintegration of wheels.

MOUNTED GRINDERS:

1. Only those persons familiar with mounting of grinding wheels are permitted to do so. A ring test is required on each new grinding wheel before installation. (A ring test consists of supporting the wheel freely on a rod through the arbor and tapping the wheel lightly with a wooden object. A clear metallic ring indicates the absence of cracks.)
2. Wheels must fit freely onto spindles. Too loose or too tight is dangerous.
3. After mounting a wheel, stand to one side out of danger and allow the wheel to run a minimum of one minute at full speed.
4. Apply work gradually to a cold wheel at the beginning of a work shift. Cold wheels are most subject to breakage.
5. Do not store grinding wheels on damp or cement surfaces. Do not place oily rags on wheels.
6. Operate grinding wheels at listed speeds only.
7. Use the grinding surface of the wheel uniformly. Grooved wheels become weakened and may burst.
8. Do not use the side of a wheel for grinding unless it is designed to side use. Side grinding weakens an ordinary wheel.
9. Keep grinder bearings oiled and adjusted to prevent hot bearings, spindles and bushings.
10. Use caution grinding thin and narrow items to prevent jamming between the rest and wheel.
11. Spindle ends, nuts and flanges must be covered by a guard.
12. Maintain work rest adjustment to within 1/8" of the wheel surface. Maintain tongue guard adjustment to within 1/4" of the wheel surface as wheel diameter decreases with wear.

